Lifelong Learning Institute

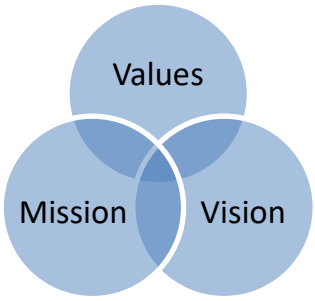
at Waubonsee Community College



Facilitator Guide

SEPTEMBER 2026

Our Values include continued learning, intellectual inquiry, social interaction and active member participation in lifelong learning.



Our Mission is to provide our membership with a defined and member-generated framework for life-enriching dynamic educational experiences through lifelong learning programs.

Our Vision is to be a self-sustaining and self-governing community of active mature adults offering a diverse and intellectually stimulating array of noncredit educational offerings in a wide variety of academic disciplines.



This Guide is intended to assist you whether you are a novice or an experienced Facilitator. Keep it handy!

The Curriculum Council welcomes suggestions for improvement and feedback from our Facilitators. We are here to help you. Our contact information can be found in the monthly update that you receive from us.

FACILITATOR QUICK START CHECKLIST	5
1. What is a Facilitator? What is a Co-Facilitator	6
1.1 How does facilitating benefit you and LLI?	6
1.2 How do I become a Facilitator?	6
2. How to Get Started	7
2.1 Familiarize Yourself with the LLI Website	7
2.2 Select a Topic That Works for You	7
2.3 Some Definitions	7
2.4 Work with the Curriculum Council to Develop a Course Proposal	7
2.5 Select a Possible Site	8
2.6 Complete and Submit Your Course Proposal	8
2.7 Day Trips/Outings	8
2.8 Discussion Groups	8
2.9 Pop-Up Discussion Groups	9
2.10 Calendar of Important Dates	9
3. Facilitator Guidelines	11
3.1 Process	11
3.2 Facilitator Standards	12
3.3 Course Participant Standards	12
3.4 Using Outside Speakers or Guest Presenters	12
3.5 If You Will Be Holding Your Class on Zoom	14
4. Facilitator Resources	15
4.1 At Your Service: Your Curriculum Council	15
4.2 Facilitator Roundtables and Workshops	15
4.3 LLI Office (Supplies, Tours, Mailings, Copies)	15
4.4 X-Numbers and N-Numbers	16
4.5 Reimbursements	16
4.6 Media Assistance	17
4.7 Waubonsee Community College Todd Library	18
4.8 Lost and Found	19
4.9 Campus Maps	19
4.10 LLI Constitution and By-Laws	19
5. Special Situations	19
5.1 Waitlists	19
5.2 Classroom and/or Site Lockout	20
5.3 Weather Cancellation	20
5.4 Facilitator Illness	20
5.5 Medical Emergency	20
5.6 Member Conduct	21
6. Forms	21
7. Numbers You Should Know	21

FACILITATOR QUICK START CHECKLIST

Eligibility
Any LLI member who has taken at least one LLI course or who has completed the course: "How to Be a Successful Facilitator" is eligible to facilitate or co-facilitate.

Choose a Topic
Do you want to offer a course, a discussion group, a pop-up, a day trip, or an outing?
Do you want to partner with a co-facilitator?
Define objectives and number of sessions
Decide format (in-person or Zoom)
Should you invite a guest presenter or outside speaker?

Get Oriented
Visit the LLI website https://www.waubonsee.edu/community-offerings/lifelong-learning-institute; review the "Facilitators Only" section

Prepare & Submit Proposal
Draft course description and objectives
Consult with the Curriculum Council
Submit proposal by semester deadline (Spring: Sept 20; Summer: Feb 20; Fall: May 20)
Receive notification of course approval from the Curriculum Council

Prepare for Your Course
Arrange guest presenter or outside speaker
Log in to CourseStorm and review roster
Schedule Zoom meeting if applicable
Prepare materials and handouts

Communicate with Participants
Send welcome email with schedule, location/Zoom link, and your contact information

On the Day of the Course
Arrive early and check set-up
Take attendance at each session
Maintain a welcoming, respectful environment

After the Course
Submit attendance sheet to the LLI office
Submit reimbursement forms if applicable
Send thank you notes to guest presenters and outside speakers

Help & Emergencies
Emergency: call 911, then Campus Security (630-466-2552) and LLI Office (630-466-2593)

1. What is a Facilitator? What is a Co-Facilitator?

A Facilitator is an LLI member who has taken at least one LLI course or who has completed the course: “How to Be a Successful Facilitator” and is willing to propose and lead a course, day trip, or outing. Co-Facilitators can be one or more members who agree to partner in presenting a course. As co-facilitators, you make decisions together about how to approach the topic and who will be responsible for what tasks.

1.1 How does facilitating benefit you and LLI?

- You’ll learn more about something that interests you
- You’ll share your enthusiasm with others
- You’ll enhance the LLI organization

1.2 How do I become a Facilitator?

- Identify a topic or day trip/outing destination of interest
- Submit a proposal (The Curriculum Council can assist!)

2. How to Get Started

2.1 Familiarize Yourself with the LLI Website

https://www.waubonsee.edu/community-offerings/lifelong-learning-institute

Here you'll find the "Facilitators Only" section which is the home for forms, instructions, and the most recent version of this document.

2.2 Select a Topic That Works for You

What triggers your curiosity or passion? What knowledge or experience would you be willing to share with others? Consider reviewing past catalogs for ideas which can be found in the LLI office. You might also check the "Facilitators Only" section for a list of topic suggestions.

2.3 Some Definitions

Course: Sessions are facilitated by an LLI member. The Facilitator may choose to have a Co-Facilitator or invite an *Outside Speaker or Guest Presenter*.

Discussion Group: The Facilitator moderates discussion of a topic of their choosing.

Pop-Up Discussion Group: The Facilitator identifies a "hot" topic for discussion. Pop-Ups are meant to be organized and implemented quickly; to that end, an expedited approval process is used by the Curriculum Council. Pop-Ups differ from regular Discussion Groups in their topic choice and course approval process.

2.4 Work with the Curriculum Council to Develop a Course Proposal

Contact the Curriculum Council for assistance in developing a course proposal. You'll need to make several decisions while developing your course:

- What's your objective? What do you want participants to take away from the course, day trip or outing? Keep in mind the Values, Mission, and Vision of LLI.
- What format will the course take? What material do you want to cover? How will you organize this material? Can you incorporate activities that will encourage participants to interact with one another? Will you ask attendees to do outside reading and/or research? Are videos, books, or online resources available that you can use? Could you invite Outside Speakers or Guest Presenters to enhance your course?
- How many sessions do you want to conduct?
- Could you ask someone to co-facilitate with you? Co-facilitating is a great way to "get your feet wet" – and adds a distinctive dimension to the course: two personalities,

presentation styles, and knowledge bases can make things livelier and more interesting for everyone (including you!). Experienced Facilitators are frequently quite willing to work with novices.

- Have you checked your personal schedule to make sure you're allowing sufficient time to prepare for your course?

2.5 Select a Possible Site

You'll be asked to choose possible sites from a list provided with the proposal instructions. Not all requested sites are always available. If you request an off-campus site that is not available, you'll be assigned space at a Waubonsee Community College facility.

You may want to consult with a Curriculum Council member to help you select a site. You should plan to visit the site in advance of your class to familiarize yourself with room layouts and size; site policies and restrictions; venue staff; and available equipment.

2.6 Complete and Submit Your Course Proposal

After your proposal is submitted, you will be contacted by a member of the Curriculum Council if we have questions. All proposals are subject to approval by the LLI Board.

2.7 Day Trips/Outings

If you are considering planning a day trip or outing, please contact the Curriculum Council (llicc@waubonsee.edu) so you can meet with our Trip Coordinator to brainstorm. You will find the day trip/outing proposal form on the LLI website under the "Facilitators Only" tab.

Day Trip: An LLI member-led trip using a motor coach.

Outing: Organized by an LLI member with assistance from the venue. Participants provide their own transportation.

2.8 Discussion Groups

Use the same proposal form as for a regular class. Participants will register in CourseStorm.

- Follow the standard processes listed in the Facilitator Guide for all courses.
- Determine the topic, delivery method (in-person or Zoom), and the number of sessions.
- Submit a proposal by the designated deadline. Discussion groups will be approved using standard procedures and be listed in CourseStorm.
- Provide participants in advance with a list of resources and discussion questions.

2.9 Pop-Up Discussion Groups

Use the same proposal form as for a regular class. Participants will register in CourseStorm.

- Follow the standard processes listed in the Facilitator Guide for all courses.
- Determine the topic, delivery method (in-person or Zoom), and the number of sessions.
- Submit a proposal. The Curriculum Council will approve or reject the proposal via an expedited email vote, so the Pop-Up can proceed in a timely manner and thus remain relevant.
- Provide participants in advance with a list of resources and discussion questions.

2.10 Calendar of Important Dates

To Do	Spring	Summer	Fall
Submit course proposal for course/activity	Sept. 20th	Feb. 20th	May 20th
Receive confirmation of proposal; revise if needed	September	March	May
Receive notice of approved proposal	October	March	June
Receive tentative dates for course/activity	November	April	July
Obtain and print roster, site info, etc. from CourseStorm www.lliwcc.coursestorm.com			
Semester begins	1st week of February	1st week of June	1st week of September
Table displays at social functions	Holiday luncheon, December	Spring luncheon, May or June	Spring luncheon, May or June

3. Facilitator Guidelines

3.1 Process

- If you are a new facilitator, you will receive an email inviting you to log on to CourseStorm prior to your class's first session. If you are unfamiliar with CourseStorm, watch the instructional video on the WCC/LLI website ("CourseStorm Instruction Guide for Facilitators.")
- Though CourseStorm automatically sends an email to those who have registered for each course reminding them of the date, time, and location, we strongly encourage you to use the CourseStorm roster to send a personalized "Welcome" email a week or two in advance of the course. Here are some suggestions for what should be included:
  - ✓ Any assignments that should be completed before the first session (e.g., reading material or internet links)
  - ✓ A reminder to call the LLI Registration office (630-466-2593) if they need to withdraw from the class, as a courtesy to people who may be on a waiting list
  - ✓ Your personal email address and phone number so they can contact you if they have questions
- Use CourseStorm to print your class roster and attendance sheet.
  - ✓ Do take attendance at each session.
  - ✓ Remember that withdrawals must be processed through Registration.
  - ✓ Return the completed attendance sheet to: Waubonsee Community College, LLI Office-Collins Rm 174, Rt 47 at Waubonsee Dr., Sugar Grove, IL 60554 or to a Curriculum Council member.

To create an attendance sheet for your class without printing extraneous personal information and wasting paper:

1. Log in to www.lliwcc.coursestorm.com with your "staff" login
2. Click on the "registrants" link
3. "Show Roster" will appear on your screen
4. Click on "more"
5. Click on "export Excel"
6. Save the file to your computer; the file will now display in Excel on your computer
7. Copy and paste the columns labeled "Student First" and "Student Last Names" to a new Excel document
8. Under the "Data" button, use the "Sort and Filter" A to Z function to alphabetize according to last name
9. Add columns for each date's session (for example, July 12, July 19, July 26) so you can mark attendance.
10. Use this key:
    "P" = present
    "A" = absent
    "E" = excused
    "W" = withdrawn
11. Be sure to add the name of the course to the top of the sheet (use the header function)

Note: As an alternative method, once you import the roster to Excel, you can select columns and hide them so they don't print.

3.2 Facilitator Standards

Facilitators should conduct themselves in a manner consistent with the values, mission and vision of LLI and follow the Facilitator Guide.

- ✓ Use appropriate language.
- ✓ Treat all participants with dignity and respect.
- ✓ If you're handling sensitive topics, be sure to acknowledge when you are speaking from your own personal experience, or when you are expressing your own opinion.

If the Curriculum Council becomes aware that any Facilitator is not meeting LLI's standards, advice and assistance will be provided to that individual.

Filming and/or recording of classes – in-person or on Zoom – is not permitted without the express permission of the Curriculum Council.

3.3 Course Participant Standards

All course participants, regardless of the course format, should follow civil discourse guidelines:

- Be mindful of your behavior. Are you creating and supporting a welcoming environment for discussion?
- Wait to be recognized by the Facilitator (use the raise hand function on Zoom).
- Don't interrupt or "overtalk" someone who is speaking.
- Don't conduct side conversations.
- Pay attention to the **content** of someone else's statements, especially if you sense that they disagree with you.
- Find common ground.
- Don't repeat what has already been said by others.
- Ask clarifying questions; don't assume you know what someone else means.
- Don't disrespect others by making disparaging or inappropriate comments, facial expressions or gestures.
- Differentiate between facts and opinions.

3.4 Using Outside Speakers for Guest Presenters

An Outside Speaker is an individual whom a Facilitator invites to enhance the course.

- The Facilitator should orient the Outside Speaker to LLI.
- Facilitators are responsible for evaluating the Outside Speaker's qualifications and experiences as they relate to the course material.
- Facilitators should explain to Outside Speakers why they have been invited and what the Facilitator's objectives are for the course.

- The course should not be a marketing or fundraising event either for the Facilitator or Outside Speaker. The Facilitator and Outside Speaker may leave books and pamphlets on a table for review by attendees.
- The Facilitator must complete an LLI proposal form, which should be returned to the Curriculum Council. The speaker's name does not need to be included on the form.
- The Facilitator should prepare the class for the Outside Speaker by introducing them with a bio provided by the speaker.
- The Facilitator should determine at what point it would be best to have the speaker present their information.
- The Facilitator should send a thank you note to the Outside Speaker.

A Guest Presenter is an individual who presents an entire course program. When a Guest Presenter is engaged, the Facilitator or LLI member who scheduled the presentation is the Organizer.

- Organizers should orient Guest Presenters to LLI.
- Organizers are responsible for evaluating the Guest Presenter's qualifications and experiences as they relate to the course program.
- Organizers should explain to Guest Presenters why they have been invited and what the Organizer's objectives are for the presentation/course.
- The presentation/course should not be a marketing or fundraising effort. The Guest Presenter may leave books and pamphlets on a table for attendees to review.
- The Organizer must fill out an LLI proposal form, list the name of the Guest Presenter and return the form to the Curriculum Council.
- The Organizer introduces the Guest Presenter with a bio provided by the Guest Presenter.
- The Guest Presenter should plan to speak for approximately one and one-half hours, with time left for questions. The Guest Presenter may prefer to address questions during the presentation. In either case, the total time for the presentation, including questions, should not exceed two hours.
- The presentation/course can be done in person or on Zoom.
- The Organizer should send a thank you note to the Guest Presenter.

Note: no products or services can be sold during any class. However, business cards, sample books, DVDs, etc., may be provided for review.

Honoraria for Outside Speakers and Guest Presenters; Donations in lieu of Honoraria

Facilitators may choose to offer an honorarium to Outside Speakers or Guest Presenters. Standard amounts are $150 per Outside Speaker or $300 per Guest Presenter. Higher fees may be considered by the Board on a case-by-case basis. Before you offer an honorarium to an Outside Speaker or Guest Presenter, we ask that you consult with the Curriculum Council's Proposal Coordinator. Depending on the honorarium amount that you and the CC agree upon, Board approval may be required.

If your Outside Speaker or Guest Presenter would prefer to donate the honorarium to the LLI scholarship fund for WCC students, complete the form in the speaker packet and submit it to the WCC/LLI liaison.

If a WCC faculty member agrees to act as an Outside Speaker or Guest Presenter, they should be offered an honorarium in the amount of $150 which can be donated to a 501 (c) 3 nonprofit of their choice or to the WCC Faculty Scholarship Fund for students.

Once your proposal and the honorarium amount have been approved, Outside Speaker and Guest Presenter forms will be sent to you via email by the Curriculum Council. These forms can also be found on the LLI website ("For Facilitators Only" section):

- Detailed instructions regarding the payment process;
- An Agreement Template for you, as Facilitator or Organizer to complete, sign; and
- A W-9 (IRS tax form) for the Outside Speaker or Guest Presenter to complete and return to you.

You may decide that it is more appropriate to make a donation to a 501 (c) 3 nonprofit organization that provides an Outside Speaker or Guest Presenter instead of offering an honorarium to an individual. Such a request will be presented to the LLI Board for consideration.

In any situation where an honorarium is to be paid, all forms should be completed and submitted to the WCC/LLI liaison.

If you determine that no payment is to be offered, please notify the Curriculum Council Course Proposal Coordinator.

Honoraria are not appropriate for Outside Speakers/Guest Presenters who are offering programs as part of their paid professional responsibilities.

3.5 If You Will Be Holding Your Class on Zoom

If you are organizing or facilitating a Zoom class, you must obtain a Zoom license through Waubonsee Community College and you must have a Gmail address. You may not use your private Zoom account for an LLI class. Contact the LLI Technology Manager to obtain the necessary license.

Make sure that you have access to the computer equipment and Internet connections necessary to run the class. If you are not confident about your own Zoom skills, recruit a co-facilitator who can manage Zoom technology while you present the course material.

Once your course is approved, schedule your meeting on Zoom. Send out the Zoom invitation to the class members at least 24 hours before your first class.

4. Facilitator Resources

4.1 At Your Service: Your Curriculum Council

The Curriculum Council meets at the Sugar Grove Campus or on Zoom on the first Friday of each month. You are welcome to attend these meetings.

The Curriculum Council will contact you by e-mail monthly with updates on policy changes, resources, scheduling, etc.

4.2 Facilitator Roundtables and Workshops

Roundtables are scheduled periodically to provide opportunities to share ideas and discuss concerns.

Workshops are scheduled to provide specific training as requested by Facilitators.

4.3 LLI Office (Supplies, Tours, Mailings, Copies)

The LLI Office is located on the Sugar Grove Campus, Collins Hall, Room 174. Keys to the office can be obtained from the WCC copy room staff.

Since LLI is a volunteer organization, there are no set hours for the LLI office. Access to the office is generally from Monday – Friday, 8:00 a.m. – 4:30 p.m. If the LLI Office is locked, call Campus Security at 630-466-4522.

4.3.1. LLI Office Supplies

Basic supplies (pens, pencils, stapler, Post-it Notes, tape, etc.) are available in the LLI office. If supplies are depleted, contact the WCC/LLI Liaison to place an order for additional supplies.

4.3.2. Office Tours

Tours of the LLI Office, Copy Center and Mailroom, along with "where is" and "how to" advice, are available for Facilitators. Contact a Curriculum Council member to schedule.

4.3.3. Mailings

You are encouraged to send letters via email or USPS, to your class members. Email addresses for class members are printed on the CourseStorm roster. If you are using USPS, complete a mailing header (located in the LLI office) and drop it off at the WCC mailroom (outgoing) USPS mail bin in Collins Hall, Room 140. The badge to scan for Collins 140 is on the LLI Office keychain. You may use your class roster “Export to Excel Sheet” to print labels. Envelopes should not be sealed or nested.

4.3.4. Copies

You may use the copier located in Collins Hall, Room 174 (adjacent to the LLI Office) to make up to 50 copies per page. Your N-Number and password are required to log into the copy

machine. To use the machine, touch the keypad to "wake" it. Enter your N-Number and your password and then proceed as you would with any copier. If you don't have your N-Number, ask WCC staff in the copy room for assistance.

If you prefer not to use the copy machine yourself or if you need more than 50 copies per page, you can complete the Duplication Request Form found in Collins Room 174 and e-mail your completed copy to: Copyrequest@Waubonsee.edu. The WCC copy room attendant will notify you when your copies are ready. Copies will be placed in the LLI Office for pick-up.

4.4. X-Numbers and N-Numbers

X-Numbers

An X-Number is a student ID issued by WCC for students and employees. If you have taken a credit or non-credit course or trip with Waubonsee, you are considered a student and have an X-Number. An X-Number is needed to reimburse LLI members who have spent personal funds on course materials or supplies. Your X-Number does not change over time. Its password is different from the password for your N-Number.

If you do not have an X-Number and need reimbursement, contact a member of the Curriculum Council.

N-Numbers

N-Numbers are reviewed and issued each July to Facilitators. N-Numbers allow you to use the copiers and computers on WCC campuses. To verify or request an N-Number, contact a Curriculum Council member.

Once you have an N-Number, you need a password. If you can't remember your password or it doesn't work, follow these steps:

- Type mywcclogin into your browser
- Type your N-Number into the box that asks for your X-Number
- Click on the link that says, "Forgot password?"
- Follow the directions for resetting your password, or call 630-466-4357 for the WCC IT Help Desk
- Once you reset your password, you will see a screen that tells you that your Access Session has timed out. Close that window and login again to mywcc with your new password. The Access Session "timeout" message displays because you logged in initially with a temporary password; now that password is "dead."

4.5 Reimbursements

Before purchasing items for your course, discuss reimbursement guidelines with a Curriculum Council member.

Facilitator Books and Videos

LLI can reimburse you for books and videos that are purchased for use in your course. Submit a completed Reimbursement Form, found at https://www.waubonsee.edu/community-

offerings/lifelong-learning-institute along with the receipts. Expenses exceeding $100 require Board pre-approval.

Other Materials

For any other necessary materials, the per-attendee course registration fee covers consumable supplies. You may be reimbursed in an amount not to exceed that fee if you purchase supplies.

Reimbursement for Contributions to Nonprofit Organizations

If you are visiting a site that does not charge an admission fee, Facilitators and DayTrip/Outing leaders may wish to make a donation to the nonprofit organization managing the site. To do so, the LLI leader may write a personal check to the nonprofit organization in an amount not to exceed the per-attendee course registration fee. Documentation of the donation is required for reimbursement.

4.5.1. Instructions for Reimbursement

If you have an X-Number, complete the Supply Reimbursement Request Form. This form is available from the WCC LLI website.

If you are uncertain whether you have an X-Number or if you've forgotten your X-Number, contact the WCC/LLI liaison at 630-466-2941.

- Be sure to include your name, address, phone number, and X-Number with all paperwork and submit completed paperwork to your Curriculum Council contact person.
- Include all receipts, invoices, course title, and a description of the items being reimbursed.
- It is suggested that you make a copy of everything you submit for your personal records.

If you do not have an X-Number, fill out the reimbursement form with the X-Number field blank. The first time a reimbursement form without an X-Number is submitted, you will also need to include a W-9. The most current W-9 form can be found on the IRS website at https://www.irs.gov/pub/irs-pdf/fw9.pdf
or you can contact a Curriculum Council member to obtain a W-9 form and for further assistance.

4.6. Media Assistance

4.6.1. Waubonsee Community College

When completing your course proposal for the Sugar Grove campus, you may request a microphone from WCC's inventory.

Media Assistance staff will meet you in your classroom 15 minutes before your class is scheduled to begin. If you wish to arrange a tech session in advance of your class, contact a member of the Curriculum Council. If you encounter a media problem after the class begins, contact the WCC Help Desk. On the Sugar Grove Campus, dial Ext. 4357 (H-E-L-P) from a

campus phone. From the Plano, Fox Valley, and Downtown Aurora campuses, dial 630-466-4357.

Help Desk Hours:

Mon - Fri 7:00 a.m. – 9:30 p.m.
Saturday 8:00 a.m. – 4:30 p.m.
Sunday 12:00 noon – 5:00 p.m.

4.6.2. Non-Waubonsee Venues

Contact a Curriculum Council member to schedule a visit to the venue in advance of your class so you can familiarize yourself with available media and on-site assistance.

4.7 Waubonsee Community College Todd Library

The Waubonsee Community College Todd Library is a great resource to help you identify books, media, etc. for your course. Todd is located on the second floor of Collins Hall at the Sugar Grove campus.

Contact information:

630-466-2400

https://www.waubonsee.edu/student-experience/library

Library Hours:

Monday – Thursday	7:30 a.m. – 9:00 p.m.
Friday	7:30 a.m. – 4:30 p.m.
Saturday	8:00 a.m. – 4:30 p.m. (Closed Summer Weekends)
Sunday	12:00 noon – 5:30 p.m.

4.7.1. LLI Audio Amplification System

LLI owns three voice amplification systems that can be checked out if you are facilitating a course at a non-WCC site. One system includes this equipment:

- Speaker monitor with a built-in wireless receiver
- Carrying case with shoulder strap and microphone holster
- Battery recharge kit
- Wireless handheld microphone
- Handheld microphone with cord attached
- Microphone stand
- Instruction manual

We also own two headsets with microphones.

All equipment is stored at the Todd Library in Collins Hall on the WCC Sugar Grove Campus. If you wish to borrow any of this equipment, check with staff at the Circulation Desk in the library.

You will be asked to:

- Identify yourself as an LLI Facilitator.
- Show your driver's license or other photo identification
- Leave contact information (phone number and personal email address)

Plan to pick the equipment up at least one day in advance of your course so you can fully charge everything. If you're using the battery-operated system, make certain that two fresh AA batteries are available for the wireless microphone.

Regardless of which system you borrow, as a courtesy to the next user, please ensure that equipment is returned to the Todd Library as soon as possible after you use it and with all components fully charged.

4.8 Lost and Found

Campus Security is located at the Sugar Grove Campus, Dickson Hall, first floor near the bookstore. 630-466-2552.

4.9. Campus Maps

Maps of all WCC campuses can be found at www.waubonsee.edu. The Student Center at Sugar Grove also has maps.

4.10 LLI Constitution and By-Laws

The LLI Constitution and By-Laws can be found at https://www.waubonsee.edu/community-offerings/lifelong-learning-institute

5. Special Situations

5.1. Waitlists

When a course becomes full, a Waitlist is created. When a Waitlist is active, the general public will see an "Add to Waitlist" button instead of the "Register" button on the class description page. When students add themselves to the Waitlist, they will be prompted to complete all of the questions in the registration process, including any custom questions added to the form by CourseStorm Administrators. Students will not enter any payment information at this time. Contact the LLI office at 630-466-2593 if you have questions.

5.2. Classroom and/or Site Lockout

5.2.1. Waubonsee Community College

If you need to change classrooms for any reason, or if your classroom door is locked, call Campus Security at the numbers listed below.

- Sugar Grove, Campus Security, ext. 2552 from a campus phone or 630-466-2552
- Aurora Downtown, Campus Security, ext. 4142 from a campus phone or 630-906-4142
- Plano, Campus Service Supervisor, ext. 2623 from a campus phone or 630-552-2623
- Aurora Fox Valley, Information Desk Receptionist, ext. 3922 from a campus phone or 630-585-7900, Ext. 3922

5.2.2 Non-Waubonsee Sites

You may not move your class to an alternate location. If you do not have contact information for the site, you will need to dismiss class and reschedule through a Curriculum Council member.

5.3. Weather Cancellation

The WCC website (www.waubonsee.edu) will indicate college closings due to inclement weather. Day class cancellations will be posted by 5:00 am. Evening class cancellations will be posted by 3:30 pm. If the college is closed, all LLI courses **on and off campus** are cancelled**.** Consult Local TV and radio stations for updated information. Notify class members of the cancellation.

5.4. Facilitator Illness

In case of illness, notify the class members and a Curriculum Council member.

5.5. Medical Emergency

5.5.1. In the Classroom

Call 911 and then call Campus Security or your site contact.

- For Sugar Grove, Campus Security, ext. 2552 from a campus phone or 630-466-2552
- For Aurora Downtown, Campus Security, ext. 4142 from a campus phone or 630-906-4142
- For Plano, Campus Service Supervisor, ext. 2623 from a campus phone or 630-552-2623
- For Aurora Fox Valley, Information Desk Receptionist, ext. 3922 from a campus phone or 630-585-7900, ext. 3922

5.5.2. Day Trips and Outings

- Call 911
- Contact the venue
- Contact the WCC Liaison

5.5.3. Accident Reports

Complete the Accident Report Form found on our website.

https://www.waubonsee.edu/community-offerings/lifelong-learning-institute

5.6. Member Conduct

In the event of abusive or disrespectful behavior by a class member, call a class break. Attempt to de-escalate the situation.

If a member's behavior appears threatening, call Campus Security:

- WCC Sugar Grove ext. 2552 from a campus phone or 630-466-2552.
- WCC Aurora Downtown ext. 4142 from a campus phone or 630-906-4142.
- WCC Aurora Fox Valley 630-466-2552.
- Non-Waubonsee Venues Advise venue management and/or the front desk.

6. Forms

Check our website for all the forms that you might need.

https://www.waubonsee.edu/community-offerings/lifelong-learning-institute

7. Numbers You Should Know

Emergencies

Campus Security:

- WCC Sugar Grove ext. 2552 from a campus phone or 630-466-2552
- WCC Aurora Downtown ext. 4142 from a campus phone or 630-906-4142
- WCC Aurora Fox Valley 630-466-2552
- Plano Campus 630-466-2552

LLI Office

Sugar Grove Campus Collins Hall: Room 174, 630-466-2593

Room/Site Lockout

Waubonsee Community College: If your classroom is locked, call the following:

- Sugar Grove, Campus Security ext. 2552 from a campus phone or 630-466-2552.
- Aurora Downtown, Campus Security, ext. 4142 from a campus phone or 630-906-4142.
- Plano, Campus Service Supervisor, ext. 2623 from a campus phone or 630-552-2623.
- Aurora Fox Valley, Info Desk Receptionist, ext. 3922 from a campus phone or 630-585-7900 x3922.

Non-Waubonsee Sites: The Facilitator should call the WCC Liaison for further instructions. Due to insurance liability, moving the class to an alternate location is NOT an option. If

unable to contact the WCC/LLI Liaison, dismiss class and reschedule through the WCC/LLI Liaison.

Media Assistance

Media Services: WCC HELP desk, ext. 4357 (H-E-L-P) from a campus phone or 630-466-4357.

Lost and Found

Campus Security: WCC Sugar Grove, ext. 2552 from a campus phone or 630-466-2552.

Todd Library

Reference Desk: 630-466-24